

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR NOVEMBER 1963

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
25X1 I. Vital Records	<input type="text"/>	<ol style="list-style-type: none">1. Discussed development of Vital Records Deposit Schedule for DDSMT with their Executive Officer and the Chief, Administrative Staff.2. Approved revised Vital Records Deposit Schedule for Fiscal Division.3. Approved Vital Records Deposit Schedule for DODS/DDP.4. Presented Vital Records Workshop at GSA Records Management Seminar given to Federal Records Officials.
25X1 II. Records Disposition	<input type="text"/>	<ol style="list-style-type: none">1. Renegotiated a firmer disposition instruction for a new schedule item and secured to 10 year retention period instead of indefinite.2. Advised OPR of need to revise schedule because of organizational changes.3. After discussion with DDP and National Archives representatives, determined that certain <input type="text"/> should be retained permanently.4. Developed policy paper relative to the future accessioning of records at Center; paper approved by EA/IDS and directed to Chief, Archives and Records Center <input type="text"/>5. Approved a schedule for disposition of certain supplemental intelligence materials as proposed by OPR.6. Approved an addition to the Office of Security Records Control Schedule7. Approved revision of entire Records Control Schedule for MPD/OP.

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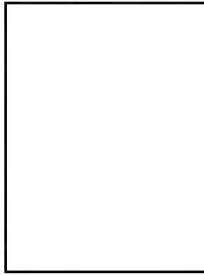
II. Records Disposition (continued)		8. Prepared documentation for transfer of certain OGR records to DDI/CGS and OCR. 9. Revised an item for PI/DDP to permit transfer to Records Center. 1. Assisted Office of Computer Services in retirement of records. 2. Assisted IB's office in disposition of records. 3. Revised Records Control Schedule for Records Administration Staff.
III. Records Management Survey (DDSMF)		1. Records Control Schedules finalized with Messrs Blake and [redacted] and are being typed to conform to new organization changes.
IV. Correspondence Handbook		1. Discussed proposed handbook with [redacted] OTR, who is interested in knowing [redacted] handbook will be available for use in clerical training.
V. Mail Management Handbook		1. Suspended temporarily because of other priorities.
VI. Survey of Forms & Related Procedures, Medical Staff		1. Completed findings in Registrar's Office and Clinical Division.
VII. Filing Equipment & Supplies		1. Approved purchase of 3 items of special filing equipment for MPIC. 2. Assisted PTO in obtaining 10 sections of shelf files from excess property, saving \$650.00. 3. Reviewed request for secure area in DDSMF and determined that this is a security rather than records management problem.

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VII. Filing Equipment & Supplies
(continued)



4. Assisted TSD/DDP in obtaining from excess property suitable filing equipment for [redacted]

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VIII. Operation of Archives & Records Center

5. Assisted the Collection Guidance Staff to get special shelving to use for storage of reference books and use as a room divider.

1. Headquarters Offices transferred 1461 cu. ft. of inactive records to the Center; the equivalent of 183 4 - drawer safes with a replacement value of \$82,350.

2. Eliminated 943 cu. ft. of records by destruction or transfer; there was a net gain of 518 cu. ft. in records holdings.

3. The average net growth of records per month this fiscal year is 220 cu. ft.; this is a reduction of 56% from the same period in 1963 and 74% in 1962.

4. Reference service requests from headquarters offices amounted to 8220. In addition, five special searches were made and furnished to Agency offices on an expedite basis.

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5. The Security Officer, [redacted] and the Logistics Records Management Officer assisted the Records Center in locating a document urgently needed by the DDS.

6. An inventory of microfilm now in the Center shows we have 34084 reels; equivalent hard copy would amount to over 85,000 cubic feet.

In making the inventory we discovered that nitrate film had been included in a box and it completely destroyed all the records. The office concerned has been notified and cautioned about the dangers of nitrate (non-safety) film.

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IX. Forms Management

[Redacted]

1. Designed 13 new forms and revised 6 existing forms.
2. Designed a new form for OHL/DDSMF, "Information Report. This form is now compatible with the standardized version for all USIB Agencies. It will provide a means for the systematic storage and retrieval of information.
3. Designed a Information Work Report Sheet for AND/OHL/DDSMF.
4. Designed a 5 part set, "HEPC Analysis, Identification and Discussion" for AND/OHL/DDSMF.
5. Designed 2 new forms for Office of Security to be used in cases involving compromises of Agency Finished and Raw Intelligence Reports.

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7. Designed a form for Office of Security to be used by agents checking the Immigration and Naturalization Service --Immigration and Naturalization Service File Review Form.
8. Disapproved the advance copies of Form 1742, "Case Assignment. As a result the manufacturer was requested to replace the entire order valued at \$2800.
9. Approved the sample and proofs on 10 forms previously designed.
10. Designed a new form for Office of Computer Services to be used on RCA Computers, 301 and 501.

1. Completed 4 new and 4 revised forms.

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2. At the request of Chief, Contacts Division, [Redacted] provides for concurrences of General Counsel, Technical Representative concerned and Budget and Finance.

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IX. Forms Management
(continued)

[Redacted]

3. Revised for Office of Personnel Form 600, "Recommendation for Honor or Merit Award."
4. Revised Form 1612 for CGS/DDI. This form is used in [Redacted]
5. Revised form 1673, "Project Production Record" for Publications Staff/CRR.
6. Designed Form 2146a, "KL Evaluation Form for CGS/DDI. This form is used by CIA and Military Service to evaluate Klnt reports published by NSA. The information was requested by SIGINT COMMITTEE and USIB. The form will feed collected information to computers.

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X. Filing Systems

[Redacted]

1. Analyzed a filing problem in Building Security Branch, Office of Security. Found that person in charge had not used prescribed procedures in Agency File Handbook. Instructed her in system and supervised filing of accumulation of records since August. Provided appropriate filing labels for 1964 records.

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XI. Miscellaneous

1. [Redacted] of Records Center and [Redacted] attended a 5 day Seminar at the National Archives on the Storage and Retrieval of Legal Information. A representative from the Office of General Counsel also attended.

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Distribution:

Orig - DDS [Redacted]
1 - RAO Personnel to review 12/11/63
1 - RAO Files (RecMgt 1-4-3)

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2. Met with representatives of Office of Comptroller and Office of Security to discuss possibilities of instituting a Reports Management Survey.
3. At the request of [Redacted] Executive Officer, Contact Division, arranged to start a Survey of operating procedures in Index Branch.
4. [Redacted] Clerk-Typist, GS-3 resigned at close of business on 22 Nov. and [Redacted] Clerk-Typist, GS-3 entered on duty, 25 Nov.

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Chief, Records Administration Staff

18 DEC 1963

Date

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ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION		SIGNATURE

Remarks:

Here is a report on some of our
principal records management activities
for the month of November. I will ap-
preciate your reaction on the value of
such reports to you and the DD/S.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
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Chief, Records Administration Staff 12/18/63
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